United Nations ST/IC/2005/65

Secretariat

1 December 2005

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Staff Day 2005**

1. The observance of Staff Day on Friday, 2 December 2005, is an official event sponsored jointly by the Secretary-General and the Staff Union. It is intended to give staff members an opportunity to reaffirm our mutual esteem and the importance of the work we perform.

Participation in Staff Day activities

2. Supervisors are expected to release their staff to participate in the day's activities, to the extent possible, and to participate themselves. In offices where the exigencies of service require some staff members to be on duty at all times, supervisors are asked to exercise flexibility and devise equitable arrangements to allow the greatest staff participation possible. To the extent possible, with no impairment to the provision of essential services, staff members who do not work conventional shifts should be able to participate in events scheduled during regular working hours without being expected to complete their normal assignments as well.

3. In honour of Staff Day, Aramark will be providing free coffee/tea and breakfast pastries to staff during breakfast hours in the morning, until supplies are exhausted.

Schedule of activities during the day

4. The following is a general schedule of events. A complete Staff Day programme giving full details will be issued by the Staff Union.

5. The day's activities will start at 9.30 a.m. in the General Assembly Lobby. There will be a ceremony honouring all those who have given their lives in the service of the United Nations. The names of those who have died over the past year will be read. The President of the General Assembly and the Under-Secretary-General for Safety and Security have been invited to make statements. The names of our deceased colleagues will be read.

* Expiration date of present information circular: 12 June 2006.

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6. A number of other special activities are planned for the day including:

(a) A sports programme featuring athletics (from 10 a.m. on the United Nations Promenade) and Touch Football and Soccer (North Lawn) will take place throughout the morning.

(b) The Parade of Nations will be presented at 10 a.m. in the General Assembly Hall. Members of the international community will parade in their national dress.

(c) The Secretary-General will participate in a question and answer session with the staff in the Economic and Social Council Chamber from 11 a.m. to 11.30 a.m.

(d) The movie *War of the Worlds*, starring award-winning actor Tom Cruise, will be presented in the Economic and Social Council Chamber from 1 p.m.

(e) In honour of the sixtieth anniversary of the Organization, a giant cake will be displayed and served for the staff in the South Secretariat Lobby at 12.30 p.m., on a first-come, first-served basis.

(f) A sixtieth anniversary Staff Day Concert will be presented from 3 to 5 p.m. in the General Assembly Hall, featuring Sudeepta Bhatachariya and Nirali Shastri; Jia-Yi and Jenny He; James "Ajax" Baynard from Crown Heights Affair; Angela McKenzie; Le Classics and Ileana Santamaria and Orchestra.

(g) The drawing for the Staff Day raffle will be held during the evening ball at 11.15 p.m. Winners will be broadcast to all staff and a list will be posted outside the cafeteria on 5 December 2005.

7. Admission to all events will be on a first-come, first-served basis upon presentation of a valid United Nations grounds pass. Staff members are asked to arrive at events 15 minutes before the scheduled starting times. Entrance to all events by guests is through the visitors' entrance of the General Assembly Lobby, where they will be expected to provide photo identification and obtain visitor passes.

Evening ball

8. The evening festivities begin with Happy Hour from 5 to 7 p.m. at a venue to be announced. Beverages will be available at a reduced price and this is the perfect opportunity to socialize with your colleagues after working hours.

9. The Staff Day Ball will begin at 7 p.m. Musical performances will be held in the South Secretariat Lobby area.

10. Dance music will be provided by Dr. K's Motown Revue playing music from the 70s, 80s, 90s and present. Also for your entertainment pleasure will be DJ Prince Albert and DJ Stefan spinning the hottest dance hits (reggae, soca, R&B, latin, disco and slow jams).

11. Also at 7 p.m., in the Dag Hammarskjöld Library Auditorium, a jazz programme will be presented by the Damian Paone Quintet featuring piano virtuoso Rossano Sportiello. The United Nations Staff Recreation Council Jazz Society Workshop Band will also perform.

12. A raffle drawing will be held at 11.15 p.m. during the Staff Day Ball to win a variety of prizes donated by the Secretary-General, the Staff Union, permanent missions and local businesses. The Grand Prize is a **2006 Toyota Camry** and the Second Prize will be **two first-class airline tickets (for use in the continental United States, Canada, the Caribbean or Hawaii)** donated by the Secretary-General. It should be noted that the winner of the automobile will be required to pay the sales tax, and the winner of the tickets will have a time limit of three months to make reservations.

13. Admission tickets to the Staff Day Ball are free for staff members, retirees, and interns, and may be obtained upon presentation of their grounds pass between noon and 2 p.m. daily until 2 December 2005 outside the main cafeteria in the Secretariat Building. To accommodate those who work at night, tickets will also be available in the Secretariat Staff Lounge from 7.30 to 9.30 a.m. on Friday, 2 December 2005. Guest tickets can be purchased at the same times and location and are priced at $15.00.

14. Liquor, wine, beer, juices, and soft drinks will be available at bars in the dancing areas from 7 to 11.30 p.m. Prices will be as follows: premium liquor: $6; mixed drinks: $5; wine: $4; beer: $2; juices, soft drinks and water: $1. Bars will supply beverages only upon presentation of drink tickets bought from cashiers who will be located at the entrances and near the bars. Refunds for unused drink tickets may be obtained from the cashier only until midnight on Staff Day; after that time no refunds will be made under any circumstances.

Special security measures for entrance to the Staff Day Ball

15. Over the past few years, there has been a need to **increase security precautions** on the United Nations premises. Please bear in mind that such precautions are for the protection of the staff and your family and friends. Please adhere to the directions of the security officers while on the premises and remind your family and friends of the need to follow their instructions.

16. The Staff Day Ball provides a unique opportunity for staff members both to show off the United Nations to their relatives and friends and to relax and enjoy the evening's entertainment together. **It is essential that the guest be met and escorted on to the premises by the staff member. Staff members are reminded that they are responsible for the whereabouts of their guests during the evening ball.**

17. **Staff members** will be admitted to the Staff Day Ball upon **presentation of a ticket and their valid grounds pass. Guests will be admitted only if accompanied by a staff member. Upon entry to the ball, the tickets will be collected and each entrant will be provided with a wrist band which must be worn the entire evening. The following instructions for the entrance of guests to the Staff Day Ball must be strictly adhered to:**

(a) **All guests must enter via the visitors' entrance on 46th Street and 1st Avenue. Guests who have a ticket will be permitted to wait on the plaza for a staff member to meet and escort them to the Staff Day Ball. Guests who do not have a ticket will be asked to wait outside the General Assembly gate until a staff member arrives to escort them.**

(b) Once admitted, guests will proceed through the metal detectors and into the General Assembly public lobby.

Parking in the United Nations garage

18. Staff members will be permitted to park in the United Nations garage after 5.30 p.m. on a first-come, first-served basis. Those without parking medallions will be charged at the regular daily rate of $3.50 upon presentation of a grounds pass at the northern entrance at 48th Street and East River Drive. Staff in possession of parking medallions will be admitted without any additional charge. **No guests will be admitted to the garage**. Guests should be dropped off at the visitors' entrance. After parking their cars, staff members should take the elevator up to the General Assembly public lobby and meet those guests who are not holding an admission ticket outside the General Assembly gate. Guests holding an admission ticket can be met on the visitors' plaza.